Skills for the Busy Faculty Member: Time Management and Organization

UW SOM Office of Faculty Affairs
Jan 18, 2024

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Puneet Bhargava, MD
Professor, Radiology, UW SOM
Schedule: Time Management & Organization

- 9-9:05am Introduction – Mimi Cabrera, MD
- 9:05-9:50am Getting Stuff Done – Puneet Bhargava, MD
- 9:50-10:00am Q&A
- 10:00-10:05am Break
- 10:05-10:40am Email tips: Inbox Zero – Mimi Cabrera, MD
- 10:40-11am Final Q&A
Time Management & Organization: Audience Response

• Where do you work?
Time Management & Organization: Audience Response

• What do you do?
Time Management & Organization: Audience Response

• What are you most interested in learning today?
Skills for the Busy Faculty Member: Time Management and Organization

Jan 18, 2024

Michelle “Mimi” T. Cabrera, MD
Head of Ophthalmology, Seattle Children’s Hospital
Associate Professor, Ophthalmology, UW SOM
Technology
INBOX ZERO
Objectives

Inbox Zero – The Philosophy

How To Get To Inbox Zero

Embracing “Inbox Zero” as a state of mind
Inbox Count

Inbox: (1,025)
Do you feel present?
Marie Kondo: Decluttering focuses your life on what matters
INBOX ZERO

- DELETE!
- Delegate
- Defer
- Do
Achieving Inbox “Nirvana”

- **Stop living in your inbox!**
  Turn off push notifications and check for new email 1-2 times/day

- **Archive old email**
  Remove old, distracting emails from your inbox

- **Prioritize your email**
  Separate actionable email from others

- Work through the remaining emails using GTD principles

- **Celebrate!**
Tips to manage your inbox

1. Archive old email
   - >3 months or whatever you are comfortable with
   - Move to a separate folder

2. Deal with Spam
   - Block
   - Set up Rules and if using Outlook learn the Sweep function

3. Triage your Inbox
   - Top to bottom
   - <2-minute task? DO IT NOW!
   - Delete most
   - Save a few to folders
   - SNOOZE
   - Delegate
Inbox Zero is Not a Perfect System

It’s a state of mind
Use web-based Outlook

• Snooze function
Turn Off Notifications

- Stop being reactive
- Stay focused
Turn off notifications in Outlook
Turn off notifications in Outlook
Turn off notifications in Outlook
Keep Email Closed
Unless you are acting on it
Spam
/spam/
def: Unwanted and unsolicited email sent by automatic messaging software on the internet.
Block Sender

- Cut down on unwanted email
Experts advocate for permanent standard time as it better aligns with the natural body’s sleep-wake cycle, aiming to reduce the health disruptions associated with changing clocks. The debate emphasizes potential benefits, highlighting a shift to year-round standard time to enhance sleep patterns, minimize mental health impacts, and alleviate health issues linked to time changes.

The American Cancer Society’s updated guideline expands lung cancer screening recommendations to adults aged 50 to 80 with a history of 20 or more pack-years of smoking, irrespective of the duration since they quit smoking, aiming to prevent more lung cancer deaths. This expanded criterion aligns with newer evidence that suggests risks persist beyond the 15-year quitting point and hopes to reach more high-risk individuals, particularly in underserved
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SWEEP in Outlook
Rules in Outlook

You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule performs. Rules will run in the order shown in the list below, starting with the rule at the top.
Rules in Outlook

1. Greetings for the day!
2. Add a condition: Message body includes
3. Add another condition
4. Add an action: Select an action
5. Add an exception
6. Keywords: Message body includes
7. Message includes
8. Sender address includes
9. Recipient address includes
10. Message header includes
11. Marked with
12. Importance
13. Sensitivity
14. Has attachment
Rules in Outlook

1. Greetings for the day!
2. Add a condition
   - Message body includes
   - Greetings for the day

Add another condition

3. Add an action
   - Move to
   - Organize
   - Move to

Options:
- Deleted Items
- Organize
- Move to
- Mark message
- Mark as read
- Mark as junk
- Mark with importance

Categories:
- Untagged
- Forward to
- Redirect to

Save
Discard
“The things that get scheduled are the things that get done”

- Robin Sharma
How to use SNOOZE

• What: >2 minutes task
• Snooze to: 1. before deadlines 2. when you know you have time
• Forget about it
• It will return to your inbox at the desired date
SNOOZE
SNOOZE can be your new To Do List
SNOOZE is healthy procrastination
Dear Michelle Cabrera,

You have been assigned the following training: 2024 Workplace Violence Prevention Training

**Due Date: 12/31/2024**

The 2024 Workplace Violence Prevention Training is part of the annual trainings required of all workforce members for the 2024 calendar year. The content is updated annually to meet regulatory requirements, highlight important issues and explain any changes in policies and procedures.

To access this online training module, go to your local Learning Management System:

- **Valley Medical Center learners**: To access Percipio LMS (Learning Management System), go to the Percipio landing page/login page via MyValley (Learn) or via the AccessBar.
OUTLOOK ON SMARTPHONE
2 MIN RULE
Thanks so much! Yes, that is a great point—we definitely do these over zoom.

Mimi

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206-987-3570 (office)
415-867-5487 (cell)

Pronouns: she/her/hers

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Andrew Stacy, PA-C
Cabrera, Michelle

I can talk to pediatricians about this if that is helpful. Let me know how/when. I don't communicate with the pediatricians groups though, so I don't know them. I haven't done this before. Can it be done over zoom?

Thank you,

Andrew
This message was sent with High importance.

To: Cabrera, Michelle; Orellas Loraree, Emma; Huang, Laura
Cc: Meyhan, Rame Mee

I'll be in the office tomorrow, I am still out on vacation.

In the file cabinet where the instruments are kept in pod, second drawer there is a box of short 32gauge needles for a/c taps and intranasal injections.

In the neurology clean utility room there is a demand flow cart that has 32gauge needles. I don't know the length of them, however; if I remember correctly it is the 32g. I hope this helps. If not please feel free to contact me tomorrow.

Best,
Jenn
Marie Kondo: Decluttering focuses your life on what matters
DO NOT FEAR DELETE!

- After reading/completing task
- Delete 95% of emails – only save critical emails to folder
- Saves time
- Declutters
- Makes search functions functional
- You can track down lost information
WHAT ABOUT GMAIL?
WHAT ABOUT EPIC INBOX/INBASKET?

• Use the same principles
Call for Mentors: Empowering Tomorrow's Ophthalmic Leaders!
Empower Future physicians sign up to be a Mentor for Knights Templar Grant Recipients at AAPOS 2024!

Click to be a Mentor
SNOOZE IN GMAIL
Hello Parents,

Happy to announce another Parents Night Out at the Mercer Island Boys and Girls Club, Friday January 19th. We invite your kids to join us for a fun time from 6-9 pm. We will be providing a pizza dinner, glow in the dark painting and fuse bead craft, and a fun game of indoor glow in the dark capture the flag! If you are interested in signing up please do so before noon on Wednesday January 16th, so that we can insure to staff appropriately and provide enough food for those attending.

PARENTS NIGHT OUT
Friday, January 19th 6 pm - 9 pm

LET'S GLOW
Members
$45/Child
Non Members
$50/Child
“Sweep” in Gmail
“SWEEP” IN GMAIL
"SNOOZE" IN EPIC
“SNOOZE” IN EPIC
“SNOOZE” IN EPIC

Clinical Coordination

To: Cabrera, Michelle Trager, MD  
Cc: 
Fw: TSC fru

KORTHUIS, AVERY MARIE [1979911]

This message will not be permanently saved to the patient’s chart.

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Message

From: Vela-Sanpedro, Luz A  
Sent: 1/10/2024 2:23 PM PST  
To: Claire C Kennedy, Alison M Cantarano, RN  
Subject: RE: TSC fru

Hi,

Is an order needed for the OPH imaging? Or who do we need to include to make sure this can happen during MRI?

Thanks,
Lucy Vela

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Message

From: Randall, Stephanie Carapetian, MD,MS  
Sent: 1/9/2024 12:20 PM PST  
To: Claire C Kennedy, Alison M Cantarano, RN  
Subject: RE: TSC fru

Please also add research MRI brain to MRI.

Thanks,
Stephanie

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Message

From: Cantarano, Alison M, RN  
Sent: 1/9/2024 12:19 PM PST  
To: Claire C Kennedy, Alison M Cantarano, RN  
Subject: RE: TSC fru

I forgot to add, please coordinate OPH imaging with MRIs if needed (Dr. Randall to check with Dr. Cabrera)

Send  
Cancel

Michelle Cabrera

[Calendar view]
"SNOOZE" IN EPIC
Want to learn more EPIC Inbox?

- UW EHR inbox management workshops
- March 27th in person
- UWMC Montlake in a computer lab
- Limited capacity, but more sessions to come
Email is Just a Medium
Email is Just a Medium

Managing Email Means:

• Convert important things into action items
• Eliminate the rest
Inbox Zero Take Home Points

• Eliminate Spam
• 2- Minute Rule
• DELETE
• Use SNOOZE

https://www.youtube.com/watch?v=s74-mXXvJsM
Thank you!
• What time management technique do you plan on adopting?
Questions?
cabreram@uw.edu
bhargp@uw.edu
Please submit your E-val!